

**PLEASE POST**

**PERSONNEL COMMISSION  
TORRANCE UNIFIED SCHOOL DISTRICT**

Regular Meeting  
April 20, 2021

4:30 p.m.

Personnel Commission Office  
2335 Plaza del Amo, Torrance

**AGENDA**

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. APPROVAL OF MINUTES – Regular Meeting of March 16, 2021
- IV. COMMENTS FROM THOSE IN ATTENDANCE #1 (Limited to 30 Minutes)
- V. NEW BUSINESS
  - A. Approval of Eligibility Lists
    - Assistant Director-Nutrition Services
    - Campus Security
    - Child Development Program Assistant-Tier II
    - Child Development Instructor
    - Custodian
    - Health Services Assistant
    - Instructional Assistant
    - Licensed Vocational Nurse
    - Nutrition Services Assistant II
    - Nutrition Services Satellite Operator II
    - Paraeducator-Tier I/Tier II
    - Plumber
    - Student Supervision Assistant
- VI. INFORMATION ITEMS
  - Job Announcements:
    - Maintenance Mechanic
    - Nutrition Services Satellite Operator I
    - Staff Assistant-Human Resources
    - Supervisor-Planning/Facilities
    - Transportation Dispatcher/Scheduler
  - Next Regular Commission Meetings (2021) –
    - May 18, 2021, 4:30 p.m. – Classified Conference Center
    - June 15, 2021, 4:30 p.m. – Classified Conference Center
    - July 20, 2021, 4:30 p.m. – Classified Conference Center
    - August 17, 2021, 4:30 p.m. – Classified Conference Center
    - September 21, 2021, 4:30 p.m. – Classified Conference Center
    - October 19, 2021, 4:30 p.m. – Classified Conference Center
    - November 16, 2021, 4:30 p.m. – Classified Conference Center
    - December 7, 2021, 4:30 p.m. – Classified Conference Center
- VII. COMMENTS FROM STAFF
- VIII. COMMENTS FROM PERSONNEL COMMISSIONERS
- IX. ADJOURNMENT

In accordance with Governor Newsom's Executive Order N-25-20(11), Personnel Commission Members may participate and vote remotely. Members of the public may observe the Personnel Commission meeting in real time by joining the meeting at <https://us02web.zoom.us/j/87587014346?pwd=Y3ZjYjlyY013eGJaTmpBMkQwdy9GZz09>. Meeting ID: 875 8701 4346 / Password: 6a9Jdm. Members of the public may make comments by following the instructions listed in the Personnel Commission Teleconference Notice found via the Personnel Commission homepage.

**Minutes of the Regular Meeting of the Personnel Commission  
March 16, 2021**

**CALL TO ORDER**

The meeting was called to order by Commissioner Furey at 4:31 p.m.

**PRESENT**

Personnel Commissioners:

Terry K. Furey, Chair  
Gary Kuwahara, CPA, Vice-Chair  
Mark Steffen, Member

Marion Schugt, Director-Personnel Commission

**PLACE AND DATE  
OF MEETING**

Torrance Unified School District, Personnel Commission Office,  
2335 Plaza del Amo, Torrance, March 16, 2021

**APPROVAL OF MINUTES – Regular  
Meeting of February 16, 2021**

Commissioner Steffen moved, seconded by Commissioner Kuwahara, that the Minutes of the Regular Meeting of February 16, 2021, be approved. Motion carried 3/0.

**APPROVAL OF ELIGIBILITY LIST –  
Campus Security, Grounds Maintenance  
Worker, High School Site Supervisor,  
Instructional Assistant, Manager-  
Facilities/Operations, Paraeducator-Tier  
I/Tier II, School Bus Driver, Staff Secretary,  
Student Supervision Assistant, Supervisor-  
District Night Custodial Services**

Commissioner Kuwahara moved, seconded by Commissioner Steffen that the eligibility lists of Campus Security, Grounds Maintenance Worker, High School Site Supervisor, Instructional Assistant, Manager-Facilities/Operations, Paraeducator-Tier I/Tier II, School Bus Driver, Staff Secretary, Student Supervision Assistant, and Supervisor-District Night Custodial Services, be approved. Motion carried 3/0.

**APPROVAL OF ADVANCED STEP  
PLACEMENT – School Bus Driver**

Commissioner Steffen moved, seconded by Commissioner Kuwahara that the request for Piper Elam to receive advanced step placement to Step 2, Range 15, on the Classified Operations/Support Employee Salary Schedule, effective as of the date of hire, be approved. Motion carried 3/0.

**INFORMATION ITEMS**

Job Announcements:

Custodian  
Child Development Instructor  
Licensed Vocational Nurse  
Nutrition Services Assistant II  
Nutrition Services Assistant Director  
Nutrition Services Satellite Operator II  
Plumber

Next Regular Commission Meetings (2021) –

April 20, 2021, 4:30 p.m.	– Classified Conference Center
May 18, 2021, 4:30 p.m.	– Classified Conference Center
June 15, 2021, 4:30 p.m.	– Classified Conference Center
July 20, 2021, 4:30 p.m.	– Classified Conference Center
August 17, 2021, 4:30 p.m.	– Classified Conference Center
September 21, 2021, 4:30 p.m.	– Classified Conference Center
October 19, 2021, 4:30 p.m.	– Classified Conference Center
November 16, 2021, 4:30 p.m.	– Classified Conference Center
December 7, 2021, 4:30 p.m.	– Classified Conference Center

**ADJOURNMENT**

Meeting adjourned at 4:40 pm